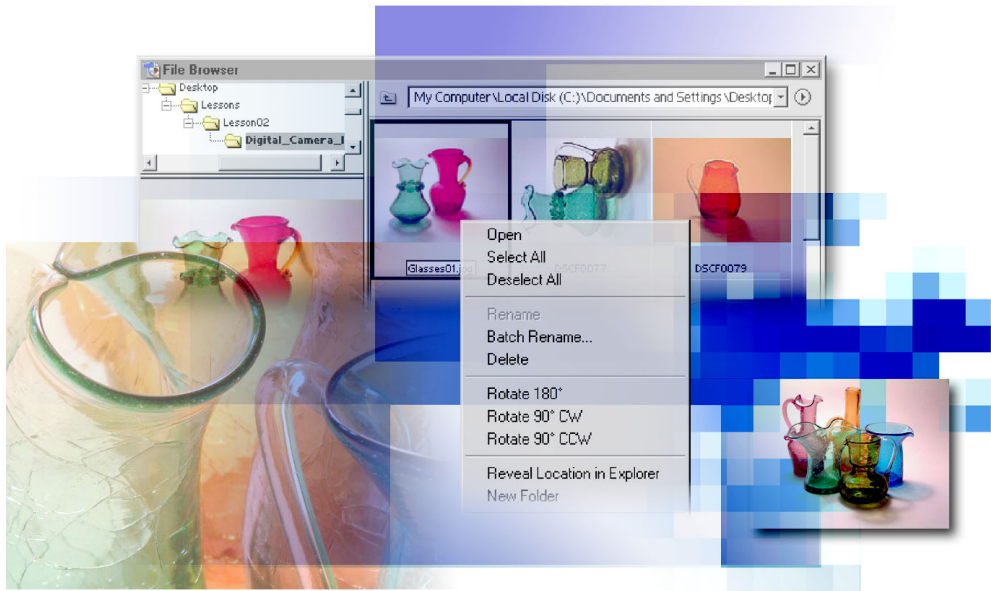


2 Using the File Browser



You can use the new File Browser as a time-saver for many tasks, including creating new folders, renaming files, moving files, and deleting them from your hard disk. But the unique power of the File Browser is its ability to display thumbnails and metadata for unopened files, making it extremely easy to find and open just the files you need. You can even rotate images in the File Browser.

In this lesson, you'll learn how to do the following:

- Open, close, and dock the File Browser.
- Identify and resize the four panes in the File Browser.
- Delete, rename, and batch-rename files from the File Browser.
- Assign rankings to files and sort files by rank.
- Rotate images without opening them in Photoshop.

This lesson will take about 30 minutes to complete. The File Browser is not available in ImageReady, so you must do this lesson in Photoshop.

If needed, remove the previous lesson folder from your hard drive, and copy the Lesson02 folder onto it. As you work on this lesson, you'll overwrite the start files. If you need to restore the start files, copy them from the *Adobe Photoshop 7.0 Classroom in a Book* CD.

Before beginning the lesson, restore the default application settings for Adobe Photoshop. See "Restoring default preferences" on page 5.

Getting Started

In this lesson, you'll become familiar with one of the new features in the Photoshop 7.0 work area: the File Browser. The File Browser looks and works in ways similar to other Photoshop palettes. It also shares some functions with ordinary folders on the desktop, Explorer (Windows), and Finder (Mac OS). Beyond both desktop folders and Photoshop palettes, the File Browser has unique features and displays that are not available elsewhere.

1 Start Photoshop.

If a notice appears asking whether you want to customize your color settings, click No.

2 Choose File > Browse to open the Photoshop File Browser.

3 The File Browser expands open from the palette well in the upper right work area. Drag the File Browser tab to the center of the work area to pull it away from the palette well.

Note: *If the size of the Photoshop work area on your monitor is less than 800 pixels x 600 pixels, the palette well does not appear, and the File Browser opens in its separated state.*

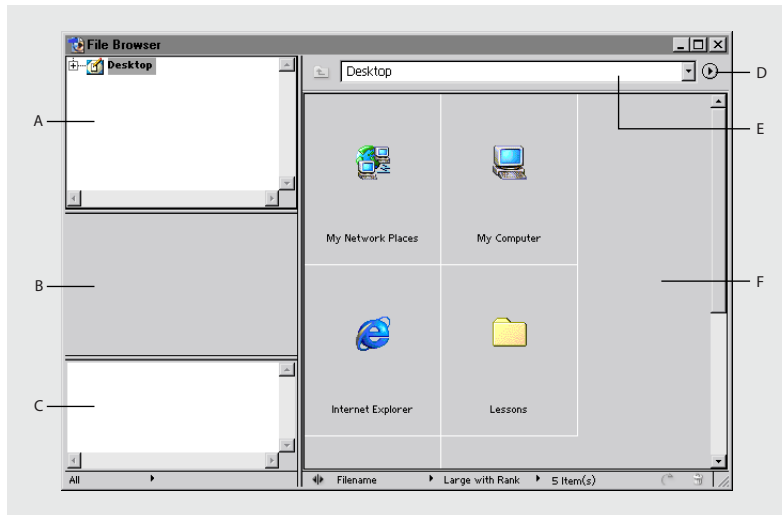
4 Resize the File Browser, either by dragging the lower right corner or by clicking the maximize button (on the right end of the File Browser title bar).

If you click the maximize button, the File Browser fills the entire work area.

5 (Optional) Press Tab to hide the toolbox and all the other palettes, leaving the File Browser open. Then choose Window > Options to reopen the tool options bar.

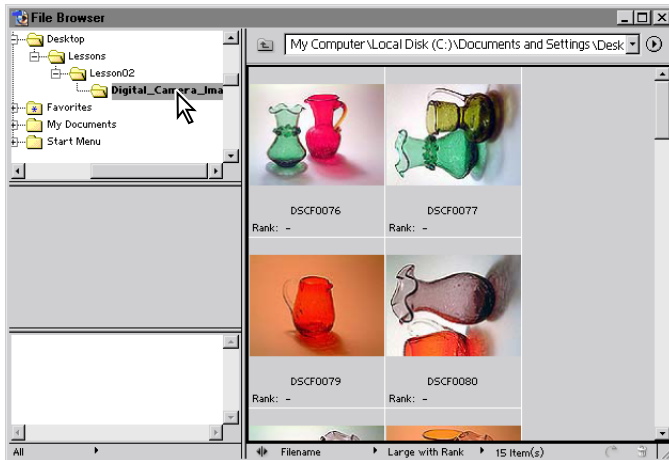
Exploring the File Browser

To begin, you'll learn to identify the different areas of the File Browser and their uses. Notice the four panes in the File Browser, three on the left and one on the right side of the window.



*A. Navigation (“tree”) pane B. Preview pane C. Information (metadata) pane
D. Palette menu button E. Address display F. Thumbnails pane*

1 In the upper pane on the left, click the plus sign to expand the Desktop icon. Then continue opening folders down to the Lessons/Lesson02 folder, and select the Digital_Camera_Images folder.

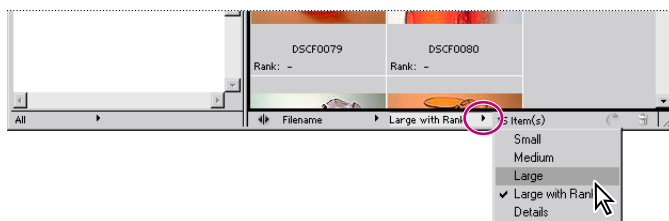


On the right side of the File Browser, thumbnails appear, showing the contents of the Digital_Camera_Images folder.

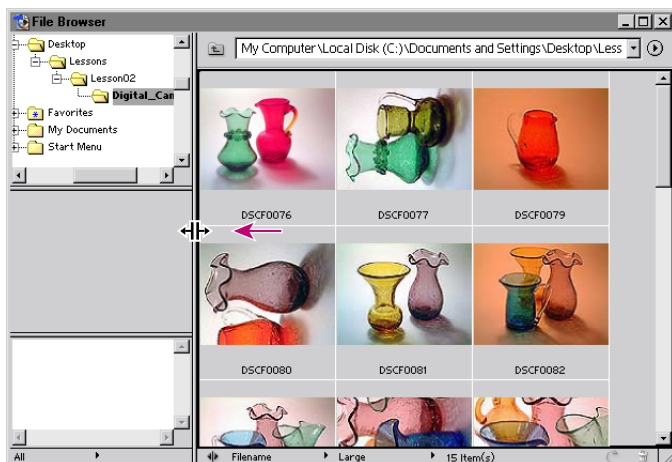
2 At the bottom of the File Browser, click the arrow after the Large With Rank option to open the View By pop-up menu, and select some of the other commands, one by one.

- The Small, Medium, and Large options change the size of the thumbnails.
- The Details option displays additional information about the image file.

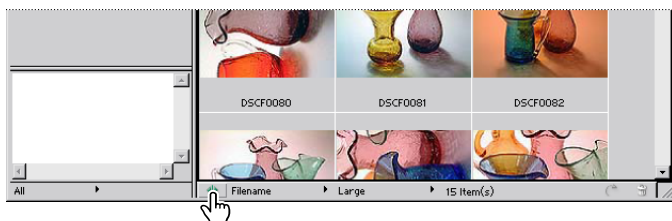
You will work with the Large with Rank option later in this lesson. For now, select the Medium or Large view option.



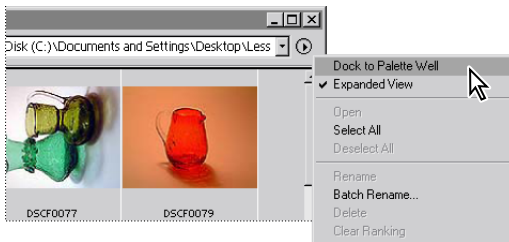
3 Move the pointer over the vertical bar separating the left and right panes of the File Browser until it appears as double lines with arrows (◄►), and then drag to resize the panes.



4 Click the Toggle Expanded View button (◄►) at the bottom of the browser to hide the three panes on the left. Then click the same button again to bring back the three left panes.



5 On the File Browser palette menu (click the arrow button in the upper right to open the menu), choose Dock to Palette Well.



Note: If your screen resolution is 800 pixels x 600 pixels or less, the palette well does not appear. Instead, you can click the Close button on the File Browser or choose File > Close.

6 In the palette well, drag the File Browser tab out again to the center of the work area or, if the File Browser does not appear in the palette well, choose File > Browse.

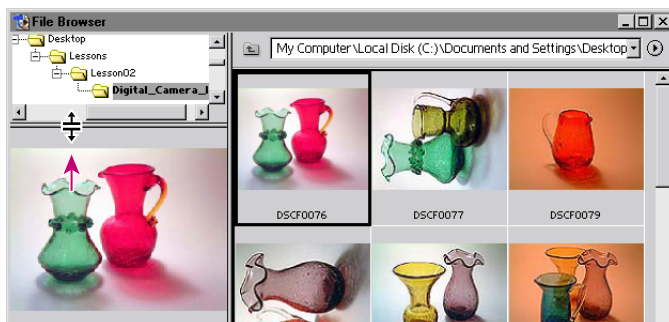
Previewing and opening an image

Next, you'll learn how you can use the File Browser to open images in Photoshop. Before you begin, make sure that the File Browser is open and that the Lessons/Lesson02/Digital_Camera_Images folder is still selected in the navigation pane (upper left).

1 In the thumbnails pane, select the first image in the group.

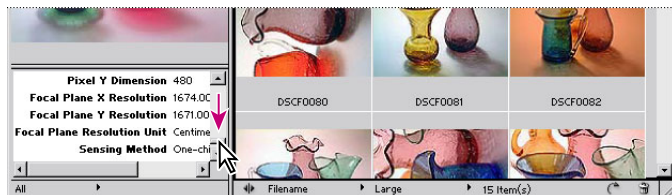
A preview of the image appears in the middle (Preview) pane on the left. The lower left (Information) pane displays data about the file.

2 Move the pointer between the upper and middle panes on the left and then drag upward to increase the height of the middle pane.



The preview image automatically resizes so that it fills the space available in the preview pane.

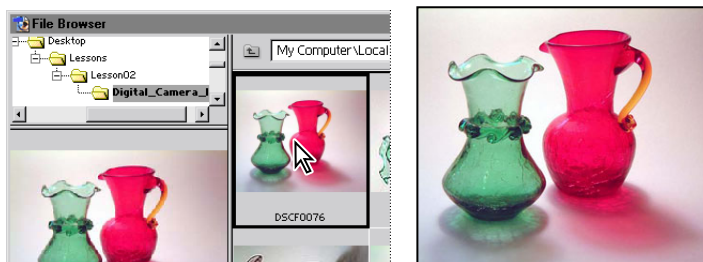
- 3 In the lower left pane, scroll down to review the file information.



The File Browser displays detailed information about the image, including image format, pixel dimensions, file size, and compression.

Because these images were created with a digital camera that exports EXIF data, the information displayed includes the creation date, exposure settings, and resolution. To view only the EXIF data, select EXIF from the pop-up menu at the far left, below the information pane.

- 4 With the first image still selected, press Enter or double-click the image in either the preview pane or the thumbnails pane. The image opens in a Photoshop image window.



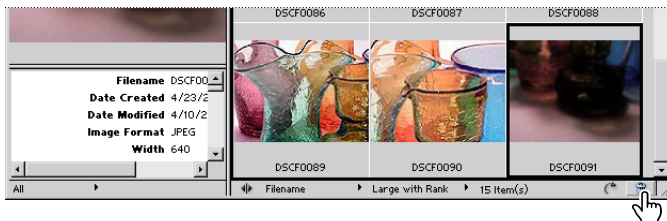
 To open multiple files from the File Browser, select the files in the thumbnails pane and then press Enter. You can select multiple files by the usual methods for your operating system: Click and then Shift-click to select a contiguous range of files, or select them by dragging the cursor across the image thumbnails you want to select; Ctrl-click (Windows) or Command-click (Mac OS) to select discontinuous images.

- 5 Choose File > Close to close the image file again.

6 If necessary, reopen the File Browser by clicking the File Browser tab in the palette well or by choosing File >Browser.

Note: If you opened the File Browser as its own window, it remains open when you perform actions outside of the File Browser. If you opened it in the palette well, without dragging it out as a separate window, the File Browser closes itself automatically when you perform other actions.

7 Select the last thumbnail (the dark blurry image) and click the Delete File button (🗑️) on the lower right side of the File Browser. When an alert appears, asking if you if you are sure you want to remove the file, click Yes.



Important: Dragging a file from the File Browser to the Delete File button removes the file from your hard drive, not just from the Photoshop display.

Renaming image files in the File Browser

You’ve just seen how you can use the File Browser to move a file to the Recycle Bin (Windows) or Trash (Mac OS). You can also rename the files on your hard drive by renaming them in the File Browser.

There are two advantages to renaming files in the File Browser. First, it’s easier to give the files descriptive names because you can see what the images are without taking the time to open them in Photoshop. Second, you can batch-name multiple files.

- 1 Click the arrow next to the View By option at the bottom of the File Browser to open the pop-up menu, and select Large.
- 2 In the thumbnails pane, select the first thumbnail. Then click the file name below it to highlight the name, and type **Glasses01.jpg**.

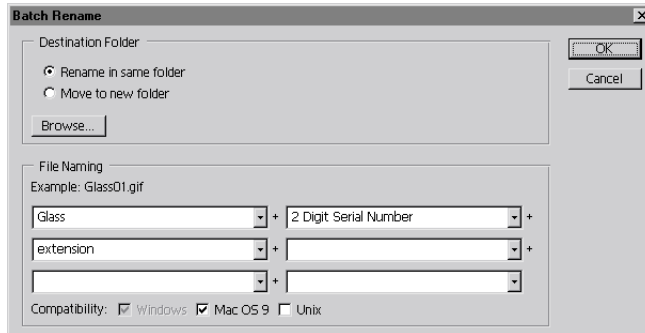


- 3 Press Tab to select the next thumbnail filename. Type **Glasses02.jpg**.
- 4 Deselect the thumbnail by clicking a blank area of the thumbnails pane. Now no thumbnail is highlighted and the preview pane is blank.
- 5 In the File Browser, right-click (Windows) or Ctrl-click (Mac OS) to open the context menu, and choose Batch Rename. (Or, if the File Browser is not attached to the palette well, you can click the arrow button (⌵) to open the palette menu, and then choose Batch Rename.)



- 6 In the Batch Rename dialog box, select the following settings:
 - Under Destination Folder, select the Rename In Same Folder option.
 - Under File Naming, type **Glass** to replace the default “Document Name” entry.
 - Press Tab to jump to the next text box, and select 2 Digit Serial Number from the pop-up menu.

- Press Tab again to jump to the next option, and select the lowercase version of the extension option on the pop-up menu (not “EXTENSION”).
- Select the Compatibility check boxes for the operating systems on which you or others might use these files.



7 Click OK to close the Batch Rename dialog box.

The files are renamed and numbered according to the options you selected, including the “Glasses01” and “Glasses02” files you renamed earlier.

About batch renaming

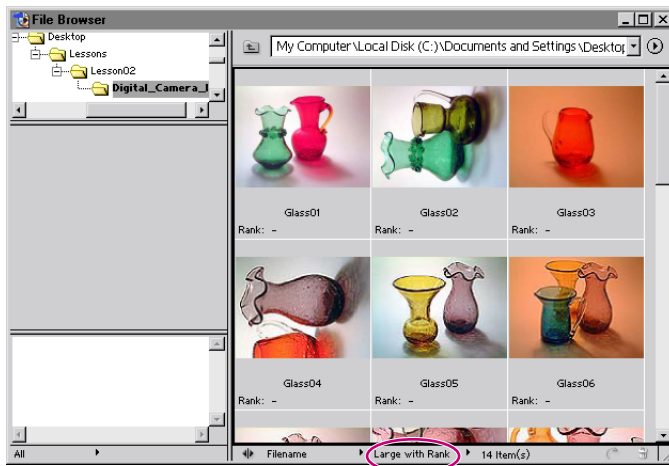
The Batch Rename command behaves differently, depending on what is or is not selected when you choose the command.

- *If no thumbnails are selected, the naming scheme you specify in the Batch Rename dialog box applies the name changes to all the files in the selected folder.*
- *If several—but not all—thumbnails are selected, the command renames only the selected files.*
- *If only one file is selected, the Batch Rename command is not available (dimmed on the context and palette menus).*

Ranking and sorting image files in the File Browser

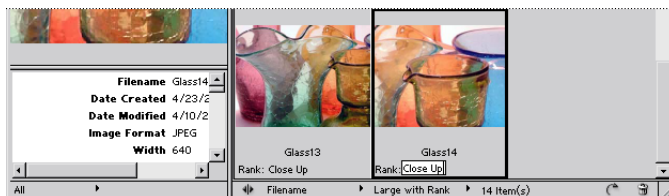
The File Browser has a ranking feature that you can use to group and sort image thumbnails. This gives you an alternate way to sort through images beyond the ordinary sort fields available for desktop folders, such as by file name.

- 1 In the View By pop-up menu at the bottom of the File Browser, choose **Large with Rank**.

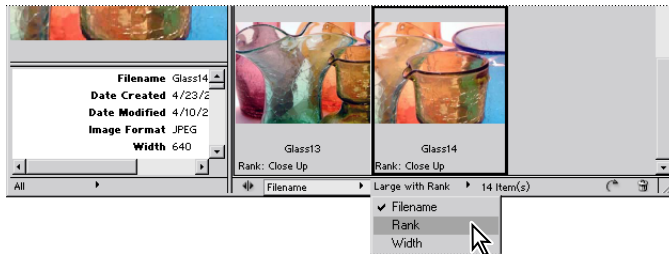


A Rank text line now appears beneath each filename in the thumbnails pane. A hyphen in the Rank text field indicates that no rank has been assigned to a thumbnail.

- 2 In the second-to-last image, click in the hyphen next to the word Rank and type in **Close Up**. Then press Tab and type **Close Up** again as the Rank entry of the final image.



3 At the bottom of the File Browser, click the right arrow to open the Sort By pop-up menu, and choose Rank.



Now the two “Close Up” images are the first two files shown in the thumbnail pane, because they are the only files with any Rank assignment.

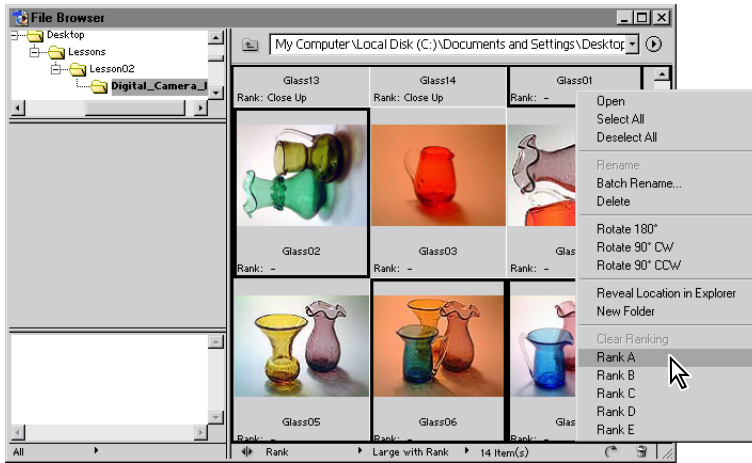
Note: The Sort By Rank feature sorts by the alphanumeric order of the different rank names. When you assign ranks to your own files, choose rank names so that they start in the alphabetical order in which you want them to be sorted. It may be easier to assign ranks of A, B, C, and so forth than to use descriptive words as rank indicators. You can also rank files numerically.

Assigning rank in batches

Just as you can batch-rename files, you can assign ranks in batches.

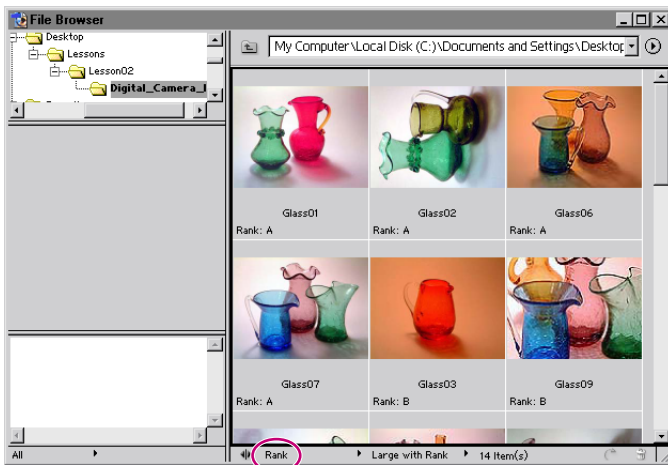
1 In the File Browser thumbnails pane, Ctrl-click (Windows) or Command-click (Mac OS) several thumbnails to select them. (You can choose thumbnails randomly for this exercise, or use some other criteria, such as quality of the photograph, number of items pictured, and so forth.)

2 Right-click (Windows) or Ctrl-click (Mac OS) one of the thumbnails to open the context menu, and choose Rank A.



3 Using the same techniques as in step 2, select several other thumbnails and assign Rank B to those images. Then assign Rank C to any remaining unranked image thumbnails.

4 In the Sort By pop-up menu at the bottom of the File Browser, choose Rank again.



The thumbnails are now displayed according to the order that you assigned.

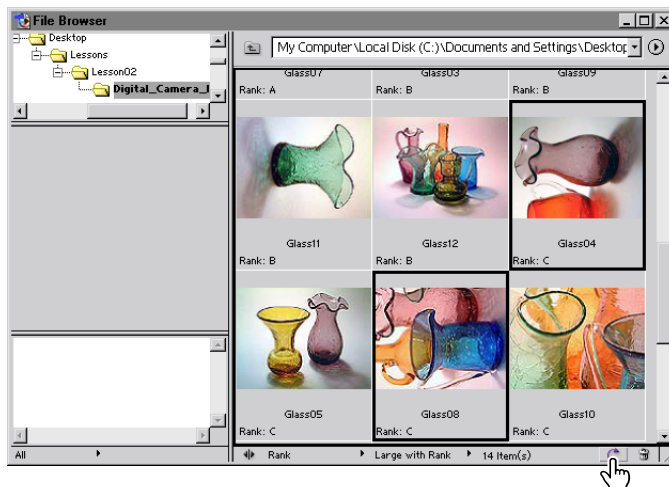
Rotating images in the File Browser

Another feature of the File Browser that goes far beyond the capabilities of a desktop folder is the ability to rotate thumbnail images. Unlike the Rename option, this feature does not alter the actual files until you open them. When you open a rotated thumbnail, Photoshop automatically rotates the image file according to the rotation you assigned in the File Browser.

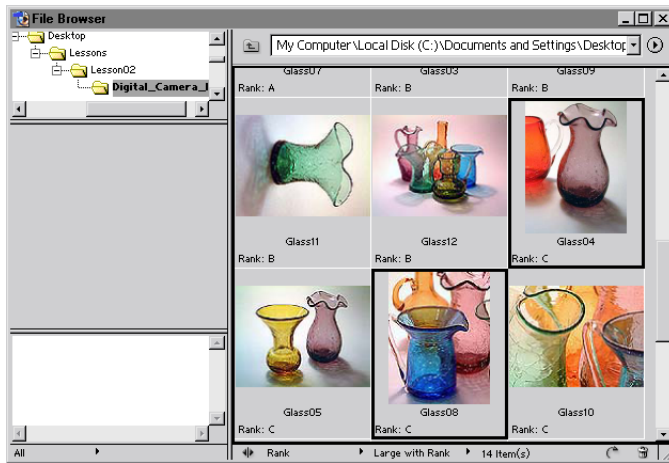
1 Ctrl-click (Windows) or Command-click (Mac OS) to select the three thumbnails that are oriented sideways with the open edge of the vase or pitcher on the left side of the image.

(Do not select the thumbnail that is sideways with its open end on the right side of the image. You'll use a slightly different procedure to straighten that file.)

2 Click the Rotate button (↻) at the bottom right of the File Browser.



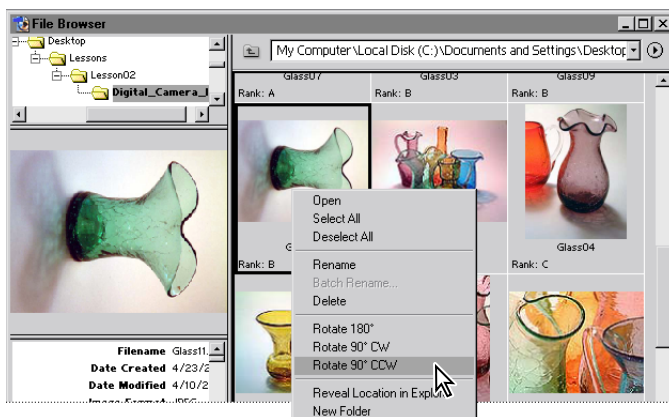
3 When an alert message appears, click OK.



The three images are rotated clockwise in the thumbnails pane. If you select one of the thumbnails, its image also appears rotated in the preview pane.

The Rotate button rotates images clockwise. Although you could rotate images counter-clockwise by clicking the rotate button three times or by holding down Alt and clicking, you'll use a different technique for the next image.

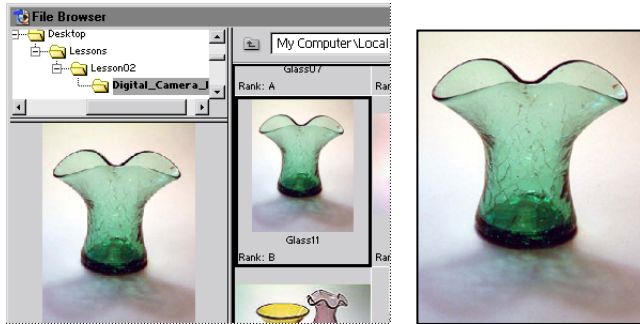
4 Select the image that is still sideways, with the top of the vase on the right side of the image. Right-click (Windows) or Ctrl-click (Mac OS) the thumbnail to open the context menu, and choose Rotate 90° CCW.



5 Click OK to dismiss the alert message.

The image is rotated counterclockwise.

6 With the rotated image still selected, press Enter (Windows) or Return (Mac OS).



The image opens in Photoshop rotated to the proper orientation.

You've finished this introductory lesson on the File Browser. As you work through this book, you'll have other opportunities to use the File Browser in lessons in which its advantages are particularly helpful.

Review questions

- 1 Describe two ways to open the File Browser as a window.
- 2 What are some of the similarities between working with folders and files on the desktop and working with them in the Photoshop File Browser?
- 3 What are the advantages of using the File Browser instead of a desktop folder?
- 4 In what ways is the File Browser like other palettes? Are there differences?
- 5 Describe two ways to rotate an image from the File Browser.

Review answers

- 1 You can open the File Browser by choosing File > Browse or, if your work area is larger than 800 x 600 pixels, by dragging the File Browser tag out of the palette well.
- 2 You can use either the File Browser or a desktop folder—such as the Explorer (Windows) or the Finder (Mac OS)—to rename files, delete files from your hard disk, move files and folders from one location to another, and to create new folders.
- 3 Unlike desktop folders, the File Browser shows a thumbnail of each item within a selected folder and a preview of the selected item, plus information or *metadata* about the selected item, including EXIF information for images captured by a digital camera. This makes it easier to identify files without going to the trouble of opening them. This is especially useful for images you create with a digital camera and have auto-generated names rather than descriptive names. You can also use the File Browser to assign rankings to files, sort by those rankings, and batch-name items in a folder, and you can rotate images so that they open in Photoshop with the orientation you assigned in the File Browser.
- 4 The File Browser, like any other palette, has a palette menu and can be docked in the palette well. Unlike other palettes, when you drag the File Browser from the palette well, it appears with a title bar but no tab. To dock the File Browser, you must choose a command from the palette menu, but you can just drop other palettes into the palette well by dragging them by the tab. On the menus, you can open the File Browser from the File menu (File > Browse), whereas you open other palettes by selecting the palette name from the Window menu.
- 5 You can click the Rotate button at the lower right of the File Browser to rotate the selected image. Each click advances the rotation clockwise by 90°. You can right-click (Windows) or Ctrl-click (Mac OS) an image thumbnail to open a context menu and then select one of the rotation commands: Rotate 180°, Rotate 90° CW, or Rotate 90° CCW.